

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-066**

<b>CLASSIFICATION TITLE</b> Senior Transportation Engineer	<b>OFFICE/BRANCH</b> Program Delivery/Contract Management/Capital Procurement Section	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Capital Contract Procurement Engineer	<b>POSITION NUMBER</b> 311-001-3161-002	<b>EFFECTIVE</b> 12/10/18

**GENERAL STATEMENT:**

Under the general direction of the California High-Speed Rail Authority's (Authority) Supervising Transportation Engineer, the Senior Transportation Engineer (Capital Contract Procurement Engineer) will perform a variety of complex analytical tasks requiring a high degree of independent action, initiative, discretion and tact to support the efficient and effective functioning of the Design-Build (DB) and other innovative procurement processes for the Authority.

**Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.**

**TYPICAL DUTIES:**

Percentage     Job Description  
Essential (E)/Marginal (M)

- 40% (E)     • Assists the Capital Contract Procurement Manager in managing the functions and processes in the preparation of Expressions of Interest (EOI), Request for Qualifications (RFQ) and Request for Proposals (RFP); advertisements to potential bidders and suppliers; pre-bid meetings or industry forum; Alternative Technical Concepts (ATCs); one-on-one meetings; evaluation of qualifications and proposals to execution of contract.
  
- 30% (E)     • Provides timely technical advice and assistance to the regional staff and rail delivery partners for the delivery of rail projects utilizing DB and other innovative contracting methods; establishes effective working relationships with regional staff and rail delivery partners and provides timely reviews of contract documents including EOIs, RFQs and RFPs; Participates in confidential meetings with contractors and evaluations of technical submittals.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at [eeo@hsr.ca.gov](mailto:eeo@hsr.ca.gov), or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.

- 20% (E)
  - Maintains the Design-Build Procurement Manual, RFQ and RFP Evaluation Manuals, Proposers Inquiry guide, ATC Evaluation guide, form letters such as notification for shortlist, addendum, One-on-One meetings, interviews, and various tracking and status reports.
  - Conducts research on various procurement methodologies and contracting innovations used in the industry, including documenting and presenting the results and conclusion of such research.
- 10% (M)
  - Participates in continuous process improvement for review of Authority/Rail Delivery Partners in policies and processes related to procurement. Incumbent must be able to evaluate processes and procedures, make a determination as to whether changes for improvement are needed; collects data, best practices and lessons learned on DB and other contracting methods.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Various phases of transportation engineering, including: planning processes and methods; systems planning; evaluation of alternatives; facility locations and design; construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy; and the Department's Equal Employment Opportunity (EEO) program objectives.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Department's EEO objectives.

### **DESIRABLE QUALIFICATIONS:**

- Capable of providing complex review, technical guidance and direction.
- Knowledge of DB contract processing and procurement.
- Experience with development, interpretation and administration of contract language.
- Ability to prepare technical correspondence, reports and manuals.
- Experience with providing technical training to audiences of various skillsets.
- Knowledge of the various phases involved in project delivery.
- Experience and knowledge in developing policies and procedures to ensure consistency.
- Experience in coordinating complex teams to ensure timely completion of deliverables while serving in a lead role.

### **SUPERVISION EXERCISED OVER OTHERS:**

The incumbent does not directly supervise. The incumbent may act as a lead worker and/or direct work of lower level staff.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors may have a significant impact on the internal and external operations of the Authority. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate verbally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

**WORK ENVIRONMENT:**

Employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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